

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS
SHERMAN DIVISION**

JASON LEE VAN DYKE,

Plaintiff,

v.

THOMAS RETZLAFF,

Defendant.

§
§
§
§
§
§
§
§
§

CIVIL ACTION NO. 4:18-CV-00247-ALM-
CAN

ADVISORY TO ALL PARTIES

On April 11, 2018, both Parties in this case phoned chambers and attempted to provide information regarding the above-captioned matter. All Parties are reminded that *ex parte* communication with the Court is forbidden. *Guidelines for A Pro Se Plaintiff In the U.S. District Court for the Eastern District of Texas*, available at: <http://www.txed.uscourts.gov/?q=filing/non-lawyers>. “If you wish to communicate with the judge of your case, you must file a motion with the Clerk of Court (on 8 ½ by 11 inch white paper) and send a copy to the other side. It is improper to call or write a letter directly to the judge presiding over your case.” *Id.* You may mail or take filings to either of the Sherman Division Clerk’s Offices, at the addresses below:

U.S. District Clerk
7940 Preston Road
Plano, Texas 75024
(214) 872-4800

U.S. District Clerk
101 E. Pecan Street
Sherman, Texas 75090
(903) 892-2921

Information about the status of documents, entry of orders, or docket entries can be obtained from the CM/ECF or Pacer Systems, or from the United States District Clerk’s Office. The Court thanks the Parties for their adherence to these strictures in the future.

IT IS SO ORDERED. SIGNED this 11th day of April, 2018.



Christine A. Nowak
UNITED STATES MAGISTRATE JUDGE